

Faculty Handbook

Volume 2013 2013-2014

Article 11

7-2013

Revisions 2013-2014

Saint Mary's College of California

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Recommended Citation

Saint Mary's College of California (2013) "Revisions 2013-2014," *Faculty Handbook*: Vol. 2013 , Article 11.
Available at: <http://digitalcommons.stmarys-ca.edu/faculty-handbook/vol2013/iss1/11>

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REVISIONS TO THE 2013-14 FACULTY HANDBOOK

1.3.1 THE CORPORATION

Saint Mary's College of California is a California nonprofit public benefit corporation with Members. The Board of Trustees is responsible for the oversight of the management of the College, while the Members, made up of 15 Brothers of the Christian Schools, hold certain reserved powers. ~~Members by right are the Brother Visitor [the Provincial of the San Francisco District of the Christian Brothers], and the President of the College. The other~~ Members are appointed by the Brother Visitor to three-year terms, and at least two-thirds must be on the faculty or administration of the College. The Members have the sole and exclusive power and authority to: ...

1.4.4 VICE PRESIDENT FOR FINANCE

The Vice President for Finance is appointed by ~~the President with the approval of~~ the Board of Trustees

The administrative staff and contractual services staff reporting directly to the Vice President for Finance are the Contracted Bookstore Manager, Coordinator of Administrative Services, **Assistant Vice President for** ~~Director of~~ Finance/Controller, Contracted Director of Food Service, **Assistant Vice President for** ~~Director of~~ Human Resources, Executive Director of Facilities Services, and the Director of Central Services.

1.4.4.1 **Assistant Vice President for** ~~Director of~~ Human Resources

The **Assistant Vice President for** ~~Director of~~ Human Resources is responsible for the College's human resources, compensation, benefits programs, and discrimination policies, including but not limited to the College's sexual harassment policies. The **Assistant Vice President** ~~Director~~ is the College's Title IX Coordinator and has the authority to designate appropriate deputy Title IX coordinators to assist in the fulfillment of these responsibilities. The **Assistant Vice President** ~~Director~~ coordinates hiring, reviews all contracts, recommends salary, personnel, and benefit policies to the administration, monitors College compliance with laws in government regulations, e.g., Equal Employment Opportunity, Title IX and Title VII regulations, investigates reported complaints of improper conduct, and advises on other appropriate matters affecting the human resources of the College.

1.4.5 VICE PRESIDENT FOR DEVELOPMENT

The Vice President for Development is appointed by the President for a term mutually agreed upon, and is responsible to the President. The Vice President is the chief fundraising officer for the College and oversees the Advancement Office. The Vice President is responsible for presenting annual and long-range plans for the funding of institutional priorities and for engaging alumni, parents, friends, corporations and foundations who can assist the College in reaching its goals. The Vice President oversees the comprehensive fundraising campaign. The Vice President is a member of the President's Cabinet and an ex-officio member of all committees in the area of fund-raising and external relations. The administrative staff of the Vice President for Development includes the Assistant Vice President for Development, the Director of Alumni **Engagement and Annual Giving**, ~~Relations and Volunteer Engagement~~, the Director of Advancement Services, the Director of ~~Foundations~~, Corporate Relations and **Foundations Sponsored Grants**, and the Director of ~~Marketing and Stewardship~~ **and Marketing Strategy**, and the **Director of Development and Individual Giving**.

1.7.1.4 Audit Committee

Duties: The Audit Committee shall act as the independent supervisor of the Corporation's financial and accounting practices and shall:

- conduct the annual review of the independent audit report of the Corporation by:
 - a) selecting, without further review by the Board of Trustees or any other committee, the independent certified public accountants who shall provide auditing services;
 - b) reviewing the work and effectiveness of the independent auditors;
 - c) passing an Audit Committee resolution adopting the annual report.
- recommend action based on the findings of the independent auditors to the internal business and audit staff of the Corporation;
- **conduct an annual review of compliance procedures and methodologies employed by the College relating to the rules and regulations of the National Collegiate Athletic Association and the West Coast Conference, as applicable;**
- receive and evaluate recommendations from the Board of Regents of the ~~College Corporation~~ within the Audit Committee's area of concern;
- make recommendations of matters within the Audit Committee's area of concern to the Finance Committee;
- establish an Audit Committee Charter; **and**
- **other duties as assigned by the Board of Trustees.**

1.7.2.4 Institutional Effectiveness Committee

Role: The Institutional Effectiveness Committee aims to ensure the use of research-based planning and assessment as well as systematic and continuous review of the College's programs and services, to measurably demonstrate that the College is fulfilling its mission.

The Institutional Effectiveness Committee is charged with the following:

- Organize and provide assessment of the strategic objectives.
- Lead work connected to the next strategic plan (2012-2017), including assessment of Strategic Plan 2007-2012, community involvement, and the use of other diagnostic tools.
- Organize work related to WASC accreditation, including preparation for and writing of the WASC Institutional Proposal, Preparatory and Capacity Review, and Educational Effectiveness Review.
- Oversee the administrative departmental review process.
- Facilitate the Strategic Initiative Fund request process and prepare recommendations for the President's Cabinet.
- Communicate regularly to College community regarding strategic planning and accreditation.

Membership

- Provost (co-chair)
- Vice President for Finance (co-chair)
- Vice President for Development
- Vice President for Mission
- Vice Provost for Enrollment and Communications
- Vice Provost for Student Life
- Vice Provost for Graduate and Professional Studies

- Vice Provost for Undergraduate Academics
- Executive Assistant to the President
- Chair of Academic Senate, or designee
- Staff Council representative
- College Committee on Inclusive Excellence Co-Chair
- Athletic Director
- Director of Institutional Research
- Chief Technology Officer

1.7.3.1 Provost's Academic Affairs Leadership Team and Council of Deans

Role: The Provost's **Academic Leadership team and its executive group, the Council of Deans,** serve forums for new ideas and initiatives and aid in maintaining coherence and momentum for the initiatives that are developed. The **Academic Affairs Leadership Team** provides vision, focus, and guidance to the Provost, and implements academic programming and support. In particular, the **Academic Affairs Leadership Team** advises the Provost regarding matters pertaining to their various offices and programs, especially regarding long-range planning, budget priorities, and strategic initiatives.

Council of Deans Membership:

- Provost, chairperson
- Chair of Academic Senate
- Vice Provost for Undergraduate Academics
- Vice Provost for Graduate and Professional Studies
- Dean for Library and Academic Resources
- Dean of each of the Academic Schools (SEBA, KSOE, SOLA, SOS)

Academic Affairs Leadership Team Membership:

- Council of Deans
- Vice President for Mission
- Vice Provost for Student Life
- Vice Provost for Enrollment and Communication
- Director of Faculty Development
- Director of Academic Affairs Business Operations
- Director of Institutional Research

Membership:

- ~~- Provost, chairperson~~
- ~~- Vice Provost for Undergraduate Academics~~
- ~~- Vice Provost for Graduate and Professional Studies~~
- ~~- Dean for Academic Advising and Achievement~~
- ~~- Dean for Library and Academic Resources~~
- ~~- Dean for Academic Development~~
- ~~- Deans of each of the Academic Schools (SEBA, KSOE, SOLA, SOS)~~
- ~~- Director of Faculty Development~~
- ~~- Chair of Academic Senate or designee~~
- ~~- Director of Institutional Research~~

The Provost may augment the ~~committee~~ memberships as appropriate.

The Provost's ~~Academic~~ Council of Deans meets twice a month and, in addition, meets ~~jointly with the Academic Affairs Leadership Team membership on a quarterly basis.~~ ~~the Campus Deans when the occasion warrants.~~

1.7.4.2 Faculty Welfare Committee

Role: The Faculty Welfare Committee represents the faculty on appropriate committees by participating in discussion and determination of financial priorities, faculty salaries, and fringe benefits, and by promoting and protecting faculty interest in matters concerning working conditions, such as office space, ~~administrative secretarial~~ assistance, communications, and parking facilities. **Members of the Faculty Welfare Committee will be responsible for attending the Employee Benefits Advisory Committee meetings.**

1.7.4.3 Committee on Committees

Role: The Committee on Committees is a standing committee of the Academic Senate, charged with ~~responsibility for~~ conducting faculty elections (see section 1.6.1.1). **In the spring of each year, the Committee on Committees compiles and distributes a Preference Survey under the direction of the Faculty Governance Coordinator. The committee shall assign a first and a second preference to those individuals who do not submit a Preference Survey to committees where there is the greatest need.** The Committee reports regularly through the election season to the Academic Senate and maintains a year-to-year list of faculty serving in elected positions. The Committee regularly reviews committees' functions and effectiveness, ~~and~~ reports on same to the Senate, and, when warranted, recommends changes.

1.7.4.10 Committee on Teaching and Scholarship

Role: The Committee on Teaching and Scholarship serves as an advisory group to the Director of Faculty Development in maintaining a faculty development program that endeavors to be responsive to the needs of the faculty. Members of the Committee contribute ideas regarding faculty development, the improvement of teaching and learning, and scholarly activities, and collaborate with the ~~Director Dean~~ in presenting faculty development events (e.g., lead discussion groups, facilitate workshops or engage in other activities that draw on an individual Committee member's expertise and interest).

Membership:

- Director of ~~Faculty Development Mission~~, chairperson
- Four ranked faculty members, one elected from each School (two-year, staggered terms)
- Three ranked faculty members (one-year, renewable terms) appointed by the Director of ~~Faculty Development Mission~~ in consultation with the chairperson of the Committee on Committees.

1.7.6.2 Technology Planning and Policy Committee ~~Technology Advisory Committee~~

The Technology Planning and Policy Committee reviews proposals and recommends initiatives consistent with the College mission, and the technology vision and strategic plan; recommends fiscal priorities to the Cabinet; and reviews, recommends, and ratifies institutional technology policies. The Technology Planning and Policy Committee responsibilities include the solicitation of input from the campus community, assessment of the effectiveness of technology operations and planning using measurable benchmarks, and communication to the campus community about technology issues, trends, plans, and decisions.

Membership:

The Technology Planning and Policy Committee is co-chaired by the Provost and Chief Technology Officer. Additional members include representatives from the following areas of campus:

- Enrollment and Communications
- Advancement
- Faculty (up to 6 and with representation from each School, appointed by the Provost in consultation with the Academic Senate Chair)
- Students (undergraduate and graduate)
- Library and Academic Resources
- Finance and Administration
- Administrative Information Services
- Office of the General Counsel
- Student Life
- Facilities Services
- Institutional Research
- Registrar

~~*Role:* The Technology Advisory Committee (TAC) is charged by the President of the College to review and/or formulate academic and administrative technology policies and procedures and to make recommendations for consideration by the Budget Committee, Cabinet, and President. TAC is also charged with the following responsibilities:~~

- ~~-facilitate the development of a strategic plan for technology, annual technology action plans, annual technology assessments, and revisions in the College's strategic plans as they relate to technology;~~
- ~~-solicit input from the campus community to assess the effectiveness of technology planning and to inform subsequent technology planning processes;~~
- ~~-solicit departmental technology plans and related technology requests;~~
- ~~-recommend prioritization of funding requests and appropriations for technology as they relate to annual action plans and the College's strategic plans;~~
- ~~-survey "best practices" in technology use and implementation at other colleges and universities to inform recommendations for technology at the College;~~
- ~~-keep the campus community informed about technology issues, trends, and plans;~~
- ~~-advocate the use of technology as a vehicle for advancing the College's mission and strategic plans.~~

~~TAC may also convene ad hoc task forces to gather information and develop recommendations on specific issues. Membership on task forces may be drawn from members of the campus community who are not members of TAC.~~

~~*Membership:*~~

- ~~-Provost, chairperson~~
- ~~-Vice President for Finance, vice chair~~
- ~~-Vice President for Development or designee~~
- ~~-Vice President for College Communication or designee~~
- ~~-Vice Provost for Student Life or designee~~
- ~~-Chief Technology Officer~~
- ~~-Dean for Academic Resources~~
- ~~-Registrar~~
- ~~-one faculty representative from each School~~
- ~~-a representative from the Academic Senate~~

~~The Chief Technology Officer and/or designee supports the TAC. Members of the campus community may attend TAC meetings by invitation to provide additional support and input.~~

2.2.4.2 Adjunct Faculty

To receive an Adjunct faculty position for any academic year, the home Department must demonstrate an unmet need of at least five courses or course equivalents in that year and must schedule the person filling the Adjunct position for at least five such courses or course equivalents during that year. Sixth and/or seventh courses may be added in another unit with the approval of the Chair or Director of the home Department, the Dean of the home School, and the Chair or Director of the additional Department or Program. Exceptions must be approved in writing in advance by the Dean and Provost. No January Term course and/or Seminar shall be used to fulfill the five-course minimum required for an Adjunct contract. January Term and Seminar courses may only serve as the sixth or seventh course for a faculty member otherwise qualified for an Adjunct contract with the approval of the Chair or Director of the home department, the Dean of the home School, and the Director of Seminar and/or January Term.

Adjunct Faculty are appointed on an annual,

2.6.1.1 Additional Criteria

3. Full Professor

- a. **completion of a pre-Professor interim review (see 2.6.2.2.2);**
- b. possession of the doctorate, other appropriate terminal degree, or its equivalent;
- c. high level of teaching effectiveness and continued development of teaching expertise, and
- d. evidence of highly effective service to the College community in and beyond the level of the department, and...

2.6.2.2.2 Interim Reviews Conducted by the Rank and Tenure Committee

1. *Probationary tenure-track candidates.* Interim reviews by the Rank and Tenure Committee shall occur for all probationary tenure-track professors who will be considered for tenure in either of the two years following appointment. (See chart in preceding section 2.6.2.2.)
2. ***Pre-Professor Interim Review.*** ~~Tenured Associate Professors. One interim review by the Rank and Tenure Committee shall occur for tenured Associate Professors. A person who is tenured but has yet to be considered for Full Professor must have an interim review before being considered for Full Professor.~~ A **faculty member** who is tenured but has yet to be considered for Full Professor must have an interim review **[Pre-Professor Interim Review]** after tenure before being considered for Full Professor. **It is the responsibility of the faculty member to complete this review at least one year before seeking promotion to Full Professor. A faculty member seeking promotion to Full Professor at the same time as tenure must in the Form A process address the additional criteria for promotion to Full Professor that go beyond those required for tenure alone; this means that in the prior year, this faculty member must complete a Pre-Professor review as part of the interim review process for tenure.**
3. ~~Exceptions to the interim review schedule are to be granted only by the Provost in consultation with the Rank and Tenure Committee.~~

Renumbering due to deletion of #3

2.10.1.2 Eligibility Criteria

Sabbatical leaves are available to full-time, tenured faculty only after the conferral of tenure and normally after six years of full-time service at the College. For ~~tenured those tenure-track~~ faculty who ~~were in their first year of service during the 1997-1998 school year, or were hired subsequent to that year, and who~~ were given years of credit towards tenure at the College for service at another institution, no more than two (2) of those years of credit may count toward years of eligibility for sabbatical. **Tenured Tenure-track** faculty with prior non-tenure-track, full-time service (7/7 or equivalent) at the College may count up to **six (6) two (2)** years of this service towards the service eligibility criteria for their first sabbatical.

2.10.1.3 Review

Sabbatical awards are made to faculty upon the formal recommendation of the Chairs of the Undergraduate Educational Policies Committee (UEPC) and the Graduate and Professional Studies Educational Policies Committee (GPSEPC), representing the views of the members of those committees, and with the final approval of the Provost and the President. Full-time, tenured faculty submit their applications to the **Office of Academic Affairs Director for Faculty Development**. Sabbatical leaves carry 3/6ths salary for the year or full salary for a half-year absence (includes January Term). Christian Brothers awarded a sabbatical should arrange an appropriate stipend with the President.

All proposals for sabbatical leave must be submitted to the **Office of Academic Affairs Dean for Faculty Development** (or directly to the Chairs of the UEPC and GPSEPC through the Office of the Academic Senate), and must contain specific information

2.11.1 WORKLOAD FOR RANKED FACULTY

3. The full-time teaching load for ranked faculty is set by the Board of Trustees. The faculty teaching load was last set by the Board in May 1990 at "21-22 units annually." **Normally, this translates into six full courses in the traditional undergraduate curriculum.**

2.15.2 SALARY SCALES FOR RANKED AND ADJUNCT FACULTY

SAINT MARY'S COLLEGE
FULL-TIME FACULTY SALARY SCALE
2013-2014

Step	Assistant I	Assistant II	Associate I	Associate II	Professor
1	57,506	60,826	71,038	75,131	95,604
2	59,230	62,650	73,170	77,385	97,516
3	61,007	64,522	75,365	79,706	99,466
4	62,837	66,458	77,625	82,098	101,455
5	64,723	68,451	79,955	84,561	103,485
6	66,664	70,504	82,353	87,098	105,554
7					107,665

8					109,819
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2012-2013

Step	Assistant I	Assistant II	Associate I	Associate II	Professor
1	56,378	59,633	69,645	73,658	93,729
2	58,069	61,422	71,735	75,868	95,604
3	59,811	63,257	73,887	78,143	97,516
4	61,605	65,155	76,103	80,488	99,466
5	63,454	67,109	78,387	82,903	101,455
6	65,537	69,122	80,738	85,390	103,458
7					105,554
Pre 1989					108,193

3.1.3.1 UNDERGRADUATE FINAL EXAMINATIONS AND PAPERS

Final examination week is part of the 15 week **Undergraduate** academic term. ...

3.1.3.2 GRADUATE AND PROFESSIONAL FINAL EXAMINATIONS AND PAPERS

Final examinations are normally held during the last class period. Faculty who do not conduct final exams are expected to use the scheduled time for a final class meeting. Department chairpersons have the responsibility to see that the above policy is maintained. Copies of final examination questions should be given to the chairperson for departmental files. Final examination papers or term papers given in lieu of final examinations may be returned to the student or should be kept on file by the instructor for at least one year. Both final examinations and term papers are the property of the College.

~~3.1.7~~ HOMEWORK REQUIREMENTS

3.1.7 UNDERGRADUATE CREDIT-HOUR POLICY

Saint Mary's College of California follows federal guidelines that measure for all courses and programs the amount of time students engage in coursework dedicated to achieving intended learning outcomes.

Standard Policy

In order to receive one hour of credit for one semester or trimester course, students will engage in approximately 750 minutes of contact time with the instructor of record and approximately 1500 non-contact minutes.

In order to receive one hour of credit for a quarter term course, students engage in approximately 550 minutes of contact time with the instructor of record and approximately 1100 non-contact minutes.

Equivalencies to the Standard Policy

In some cases the ratio of contact to non-contact activity may be adjusted in order to achieve learning outcomes according to pedagogical standards in a particular area of study. Courses requiring more than the amount of contact time described in the standard policy (such as laboratory courses, language courses, studio courses and practica) may require commensurately less non-contact time than others. Courses requiring less than the standard amount of contact time (such as independent studies, internships, service-learning courses and courses utilizing online or hybrid instruction) may require commensurately more non-contact time.

3.2 UNDERGRADUATE REGISTRAR POLICES

3.2.1 UNDERGRADUATE ACADEMIC CALENDAR

For the traditional undergraduate programs, classes for the fall term customarily begin on the **Tuesday following Monday before** Labor Day. The fall term runs for fifteen weeks, including a final examination week. The third (or fourth) Friday in October and Thanksgiving recess (Thursday and Friday) are holidays in the fall. Classes for the January term begin on the first Monday after January 1 and continue for four weeks. After a one-week break, the spring term commences (i.e., five weeks after the start of the January term); classes begin on Monday. The term ~~runs last~~ for fifteen weeks, including a final examination week. ~~The the~~ only holidays ~~are being~~ the week preceding Easter through Easter Monday, **and this is considered part of the term.** The spring term ends after Commencement exercises take place.

3.2.2 UNDERGRADUATE SUBMISSION OF GRADES

3.2.3 UNDERGRADUATE FINAL EXAMINATION SCHEDULING

In order to reduce the possibility of a student's having several hours of examination on the same day, faculty are required to conduct such examinations in accordance with the following schedule of final exam week.

UNDERGRADUATE FINAL EXAMINATION SCHEDULE EXAMINATION DAYS: MONDAY, TUESDAY, WEDNESDAY, THURSDAY

REGULAR CLASS SCHEDULE		FINAL EXAMINATION	
DAYS	TIME	DAY	TIME
MWF	8:00 – 9:05 am	Monday	8:00 – 10:00 am
MWF	9:15 – 10:20 am	Wednesday	8:00 – 10:00 am
MWF	10:30 – 11:35 am	Monday	10:30 am – 12:30 pm
MWF	11:45 am – 12:50 pm	Wednesday	10:30 am – 12:30 pm
MF	1:00 – 2:40 pm	Monday	1:00 – 3:00 pm
MWF	2:45 – 3:50 pm	Wednesday	1:00 – 3:00 pm
MW	4:00 – 5:35 pm *	Monday	3:30 – 5:30 pm
MW	7:00 – 8:35 pm *	Monday	7:00 – 9:00pm
TTh	8:00 – 9:35 am	Tuesday	8:00 – 10:00 am
TTh	9:45 – 11:20 am	Thursday	8:00 – 10:00 am
TTh	11:30 am – 1:05 pm	Tuesday	10:30 am - 12:30 pm
TTh	1:15 – 2:50 pm	Tuesday	1:00 – 3:00 pm

TTh	3:00 – 4:35 pm	Thursday	10:30 am – 12:30 pm
TTh	4:45 – 6:20 pm	Tuesday	3:30 – 5:30 pm
TTh	7:00 – 8:35 pm	Tuesday	7:00 – 9:00 pm

*In the spring these classes will meet for 100 minutes: 4:00 – 5:40 and 7:00 – 8:40.

REGULAR CLASS SCHEDULE		FINAL EXAMINATION	
DAYS	BEGINNING TIME	DAY	TIME
MWF	08:00	Monday	9-11
MWF	09:10	Wednesday	9-11
MWF	10:20	Monday	11:30-1:30
MWF	11:30	Wednesday	11:30-1:30
MF	12:40	Wednesday	2-4
MWF	02:15	Monday	2-4
MWF	03:20	Thursday	2-4
MW	04:30	Monday	Class Time
MW	06:00 or later	Wednesday	Class Time
TTh	08:00	Tuesday	9-11
TTh	09:40	Thursday	9-11
TTh	11:20	Tuesday	11:30-1:30
TTh	01:10	Thursday	11:30-1:30
TTh	02:50	Tuesday	2-4

~~Late afternoon and evening classes will have their examinations during final exam week at the regular class time. Four or five days a week classes will have their examinations at the time scheduled for MWF classes.~~

3.4 ~~COMPUTER AND TECHNOLOGY SERVICES~~ INFORMATION TECHNOLOGY SERVICES

The use of the technology resources of the College is a privilege, subject to users following the terms of the Technology Use Policy (available on SMCNet and from **Information Technology Services CaTS**). ~~Computer and Technology Services~~ **The Chief Technology Officer is the head of Information Technology Services.** ~~is headed by the Chief Technology Officer.~~

3.4.1 FACULTY COMPUTING SUPPORT

~~Computer and Technology Services (CaTS)~~ **The Information Technology Services department (ITS)** provides support for campus information technology to faculty, staff and students. It furnishes hardware support, including recommendations, configuration and installation, problem diagnosis and limited service, and software support, including recommendations and installation, general troubleshooting and ongoing training. ~~CaTSITS~~ **ITS** also maintains several faculty resource facilities in various locations on campus offering computer services in support of the academic mission of the College. A *User's Guide* is available that lists use policy, lab hours, e-mail procedures, and other pertinent information. For further information contact ~~CaTSITS~~.

3.4.2 SAINT ALBERT HALL ACADEMIC COMPUTING FACILITY

The Saint Albert Hall Academic Computing Facility provides PC and Macintosh workstations for use by registered Saint Mary's undergraduate and graduate students. The purpose of this laboratory is two-fold: to provide computer-based hardware and standard application software, e.g., Microsoft's WORD, EXCEL, and PowerPoint, for students to complete course work assigned by their instructors and, secondly, to make available to students computer-based tools to enhance research and scholarly endeavor via the Internet, WWW, and external databases. **Various communications applications**, such as Email, **are** available in the ACF ~~for student use in sending and receiving e-mail messages.~~ There are also two computer classrooms in Garaventa Hall that are used after 5:00 PM for student computing. Garaventa 240 is equipped with PCs and Garaventa 250 is equipped with MacIntosh computers.

Laboratory monitors are on duty to ensure that workstations, printers, and network connections are functioning properly. In addition, lab monitors ensure that standard application software is working correctly and assist students if application commands do not function properly. Lab monitors are not expected to instruct students in the use of application software. ~~The Academic Computer Lab's~~ **Computing Facility's** hours of operation are the same as those of the Library. As student need and classroom availability dictate, electronic classrooms in Garaventa Hall are opened and operated in a fashion similar to that observed by the Academic Computer Service Laboratory in the Library.

3.4.3 MEDIA SERVICES

3.4.3.1 Media Services

Media Services provides expertise, facilities, and services to support the audio-visual and multimedia instructional needs of students and faculty. Media Services maintains instructional media equipment in classrooms and delivers equipment to classrooms and other campus locations as needed for instructional and administrative purposes. Media Services manages lending pools for video and photo cameras, audio recorders etc. for use by students (with authorization from a faculty member). For descriptions of available equipment and services, ~~see the Media Services section of SMCnet~~ **please contact ITS.**

3.4.3.3 Faculty Instructional Media Support Services

Facilities and support for instructional media development for faculty are available via the Media Center. Resources include facilities for making overhead transparencies and 35mm slides, flatbed and slide scanning, OCR scanning of text, digital video editing and creation of documents for the WWW in a variety of formats. For additional information see or to schedule a consultation session, **please contact the Head of Media ITS.**

3.4.4 ELECTRONIC CLASSROOMS

The Saint Albert ~~CaTS Computer Laboratory~~ **Academic Computing Facility** provides PC and Macintosh workstations for use by SMC students, faculty and staff. The purpose of the laboratory is to provide access to standard computer hardware and standard application software, e.g. Microsoft Word, Excel, and PowerPoint, SPSS etc. The Macintosh computers in the laboratory provide the same software applications as found in dedicated multimedia labs on campus, such as the Art Lab and Garaventa 250. One workstation has been reserved for students with disabilities and has ~~JAWS~~ **etc special application software installed.** There are ~~a couple of~~ **also** high volume black and white laser printers in the ~~CaTS computer lab~~ **Academic Computing Facility** as well as a color laser printer.

~~The CaTS Computer Lab in Saint Albert Hall follows the opening hours of the Library. Lab~~ **The hours of the Academic Computing Facility** may vary throughout the year. Please check the **CaTS ITS** web site (cats.stmarys-ca.edu), or call the **CaTS ITS** Service Desk at extension 4266 if you have any question about the availability of the laboratory. The **CaTS ITS** Service Desk is responsible for the **CaTS Computer Lab ACF** and all other computer labs and technology enabled classrooms across campus.

CaTSITS supports several dedicated and networked classrooms on campus. These classrooms, located in Garaventa Hall and elsewhere, are available for scheduled classroom instruction. In addition to this **CaTSITS** provides and supports media enabled classrooms (often with a dedicated teacher workstation) across campus. In a number of locations, smart boards are available. For more information, please access the Campus Technology map available ~~at~~ **on the CaTSITS website:** <http://cats.stmarys-ca.edu>.

3.4.5 NETWORK SERVICES

CaTSITS provides support for academic network services. The campus Academic LAN consists of a high speed Ethernet backbone connected to ~~file-server electronic communication devices~~ **software applications and devices** that support the electronic classrooms in Garaventa, laboratories, faculty and staff offices, and the Saint Albert Hall Academic Computing Facility. **CaTSITS** also supports wireless internet access in other academic spaces on campus (e.g. Dante Hall, St. Albert Hall Library, Galileo Hall, Garaventa Hall, etc.).

3.4.6 ELECTRONIC MAIL SERVICE

CaTSITS provides support for electronic mail service for both on-campus and off-campus ~~dial-in~~ use by faculty and students. Through registered network accounts, the Saint Mary's community has access to the campus inter-office network, as well as the global Internet electronic mail network ~~through BBN Planet, an international Internet Service Provider.~~ Access is available from the Academic LAN directly ~~or by dial-in to the LAN modem pool~~ **or from off campus via the Internet.** There is no cost to individual members of the College community for this service. E-mail accounts are available through the **CaTSITS** Service Desk.

3.4.7 WORLD WIDE WEB AND INTERNET ACCESS

CaTS ITS provides a high-speed connection to the Internet and the World Wide Web. This connection is available through the Academic LAN ~~or by dial-in to the LAN modem pool.~~ There is no cost to individual members of the College community for this service. **CaTS** **In conjunction with the Office of College Communications, ITS** also maintains the College web site, www.stmarys-ca.edu, and an internal web site, SMCnetmy.stmarys-ca.edu, used for information, discussion, and services of interest to the Saint Mary's College community.

3.4.8 USE OF COLLEGE TECHNOLOGY RESOURCES

The first section of the **CaTSITS User's Guide** contains the Code of Conduct for the use of computing facilities and services provided by Saint Mary's **CaTSITS**. Failure to adhere to the policies stated in that section may result in the loss of access to the Saint Mary's computing facilities or other disciplinary action. The *User's Guide* is available at the **CaTSITS HelpService** Desk in the Saint Albert Hall Academic Computer Laboratory, and on-line on SMCnetmy.stmarys-ca.edu, ~~under the Computer and Technology Services heading.~~